



# CITY OF HOUSTON

## Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	DIVISION MANAGER
3	Posting Number	109467
4	Department	Mayor's Office
5	Division	Affirmative Action and Contract Compliance
6	Section	Business Development Section
7	Reporting Location	611 Walker, 7 <sup>th</sup> Floor
8	Workdays & Hours	M - F, 8:00 a.m. - 5:00 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Directs the management, coordination, implementation, administration and operation of Minority/Women/Disadvantaged Business Enterprise (MWDBE) and Persons with Disabilities Enterprise (PDBE) certification activities; M/WBE and PDBE program administration and reporting; as well as business development and assistance initiatives for Small and M/W/DBE and PDBE firms. Responsibilities include managing the certification process, providing information and referral services, dispute resolution, dissemination of contracting opportunity information, and coordinating networking/outreach activities. Assist in the design and implementation of special systems, plans, and projects. Establishes policies, procedures, guidelines, and project schedules. Researches, reviews, and evaluates new data, reports, products, and other information. Act as liaison to other departments, government agencies and private sector. Assists departments and general public in obtaining and explaining technical and non-technical information. Draft and review correspondence, letters of agreement and amendments. Provides technical advice, consultation, and support to departments, contractors, and other agencies and groups regarding small business development and MWBE utilization. Develops methodologies for creating project data and ability to make effective decisions and to establish and maintain effective supervisory and working relationships with subordinates, City officials, clients and the public.	
10	<b><u>WORKING CONDITIONS</u></b> The position is physically comfortable.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Business Administration, Social Sciences, or a field related to the duties of the position. A Master's Degree in Business Administration may be substituted.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Seven years of professional experience closely related to the activities of the division are required, with at least three year's in a supervisory capacity.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b>	None.
14	<b><u>PREFERENCES</u></b> Knowledge and experience with MWDBE certification criteria, processes and procedures; knowledge and experience administering MWBE programs; experience in developing/administering small and MWDBE outreach initiatives; experience in report production and analysis; proficiency with Microsoft Office Suite.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None.	
16	<b><u>SAFETY IMPACT POSITION:</u></b> Yes If yes, this position is subject to random drug testing and any person selected for this position must successfully pass a drug test before appointment.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div><b>Salary Range - Pay Grade 29</b> \$1,885.00 - \$3,392.00 Biweekly      \$49,010 - \$88,192 Annually</div>	
18	<b><u>OPENING DATE</u></b>	March 22, 2006
19	<b><u>CLOSING DATE</u></b>	Open to Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> The Human Resources TDD phone number (713) 759-0838.	
	An equal opportunity employer	